

SAFETY OFFICER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2186(2791)	Safety Officer I	02	069	6 mo.	11/16/94
2793	Safety Officer II	02	069	6 mo.	03/30/90
0930(2793)	Safety Officer III	02	069	6 mo.	03/30/90

Promotional Line: 57

Series Narrative

Employees in this series are involved in the implementation and/or development of environmental and occupational safety and health programs and policies.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Safety Officer I **2186(2791)**

Employees at this level perform fieldwork in the inspection of buildings and physical facilities for conformance to environmental and occupational safety and health standards. They work under general supervision from a designated supervisor.

A Safety Officer I typically –

1. makes inspections of buildings and physical facilities to determine conformance to safety and health codes, standards, or regulations
2. makes reports of inspections with recommendations for any required repairs or modifications
3. maintains adequate records of inspections and reports
4. participates in the overall environmental health and safety programs
5. makes internal and external boiler and pressure vessel inspections to determine safety of equipment, as required
6. performs other related duties as assigned

Level II: Safety Officer II **2793**

Employees at this level implement and assist in the development of environmental and occupational safety and health programs and policies. They work under direction from a designated supervisor.

A Safety Officer II typically –

1. inspects buildings, facilities, new construction, and work operations for adequate safety and health measures
2. promotes and participates in discussions and programs on safety, health, fire prevention, and related matters with supervisors, staff, and faculty
3. assists in planning and organizing safety and health policies, codes, work procedures, meetings, conferences, and committees
4. assists in liaison with city, state, and federal safety and health agencies to ensure compliance with safety and health codes, standards, or regulations
5. compiles accident and health data and statistics
6. checks architectural drawings and specifications of new construction projects and building alterations for adherence to safety and health standards
7. prepares reports, bulletins, and safety and health program promotional materials, as required
8. makes internal and external boiler and pressure vessel inspections to determine safety of equipment, as required
9. supervises the work of assigned clerical or other personnel, as required
10. performs other related duties as assigned

Level III: Safety Officer III**0930(2793)**

Employees at this level develop and coordinate environmental and occupational safety and health programs and policies. They work under administrative direction from designated administrators.

A Safety Officer III typically –

1. develops safety and health policies
2. drafts safety and health codes and work procedures
3. coordinates safety and health programs and policies with other related departments
4. maintains direct liaison with city, state, and federal agencies to ensure compliance with safety and health codes, standards, or regulations
5. advises major departments and academic units on safety and health aspects of instructional materials and equipment
6. coordinates active efforts and plans to identify, isolate, or eliminate hazardous operations, materials, or processes

7. plans, organizes, directs, and participates in safety and health meetings, conferences, seminars, and training programs and safety and health committees
8. supervises assigned personnel
9. is responsible for the internal and external inspection of boilers and pressure vessels, as required
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Safety Officer I

2186(2791)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
 - (a) credit for college training comparable to that leading to a major in engineering, science, safety, or health (such as safety engineering, civil engineering, industrial engineering, mechanical engineering, general engineering, environmental engineering, chemistry, physics, biology, physiology, industrial hygiene, occupational health, or occupational safety)
 - (b) work experience as a safety inspector or officer

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or a Bachelor's degree) in "a" = 1.0 unit

3 years of "b" = 1.0 unit.

Amounts of education or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

NOTE: Certification as a Certified Safety Professional by the Board of Certified Safety Professionals meets the above requirements.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Safety Officer II

2793

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of training/experience requirement listed for the Safety Officer I

2. two years of experience as a safety inspector or officer in addition to the training/experience required in #1 above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level III: Safety Officer III

0930(2793)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of training/experience requirement listed for the Safety Officer I
2. four years of experience as a safety inspector or officer in addition to the training/experience listed in #1 above. Two of the four years must have been at a level equivalent to the Safety Officer II

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Safety Officer I.....	Revised
Safety Officer II.....	Edited
Safety Officer III	Edited